

my.teams user guide to allocate roles in Eploy casual fees

Overview of my.teams IT system

my.teams is an IT system developed to allow casual work delegators to allocate and amend roles in the Eploy casual fees system.

Access to my.teams

The casual work delegator will have set up access to my.teams via Alta HR. Once someone is made a casual work delegator they can see this team when they log into my.teams.

Access to my.teams is obtained by logging on to the staff portal at www.my.bham.ac.uk – using your Active Directory (ADF) username and password.

Step-to-step guide...

Accessing my.teams and selecting the correct team

1. Go to www.my.bham.ac.uk and log in using your ADF username and password

UNIVERSITY OF BIRMINGHAM **[my.bham]**

Secure Access Login

Username:

Password:

Login Cancel

Welcome to my.bham

my.bham is the portal to a wealth of resources at the University of Birmingham for current students and staff. Login once using your central University username and password to have access to all your online services, including email, tailored news and information to help you in your study or work.

Students need to use my.bham to register for your course and to access exam past papers, timetables and results.

Problems logging in? Need to change your password?

Please go to the **IT Service Desk** website, call 0121 414 7171 or visit us in the Main Library (ZoneGD)

Remember to be secure with a strong password.

Security Notice

my.bham gives access to confidential information. Please ensure you log out and close all browser windows if you are using a public computer.

Maintenance schedule / system status

Due to regular system maintenance, my.bham is unavailable between 01:00 and 04:00 GMT+1 (BST) each day.

Please enable pop-ups for this site

This site uses pop-ups to warn you when your session is about to expire. Please enable these in your browser.

2. Select the **my.teams** tab and click on 'Sign into my.teams'

UNIVERSITY OF BIRMINGHAM **[my.bham]**

My Account Content Layout

Welcome Geeta Parashar
You are currently logged in.

E-mail Groups Logout Help

staff.home my.campus my.details my.workplace my.teaching my.timetables my.library my.computing **my.teams**

November 7, 2013

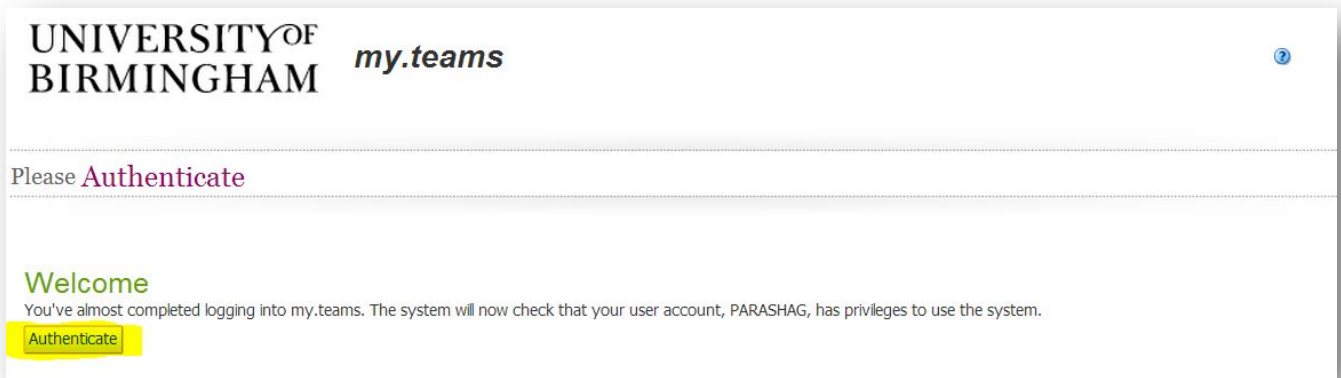
my.teams | sign in

Sign into my.teams

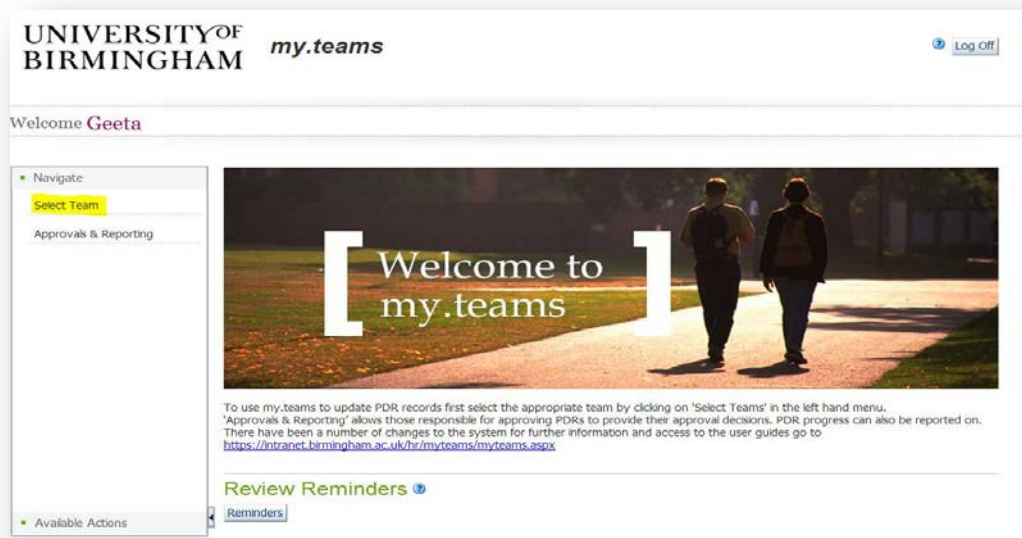
my.teams is an IT system that supports the delivery of the PDR scheme by storing and presenting related information, including documents and records of progress and completion. my.teams went live in 2012 for academic teaching staff PDRs. Access to my.teams is restricted to staff with responsibility for conducting and approving PDR reviews. If you need to use my.teams but are unable to gain access please contact your local school-based my.teams Administrator. Find out who is your local my.teams administrator (further login may be required)

User guide for casual work delegators – allocate and amend roles in Eploy casual fees

3. Click on 'Authenticate'



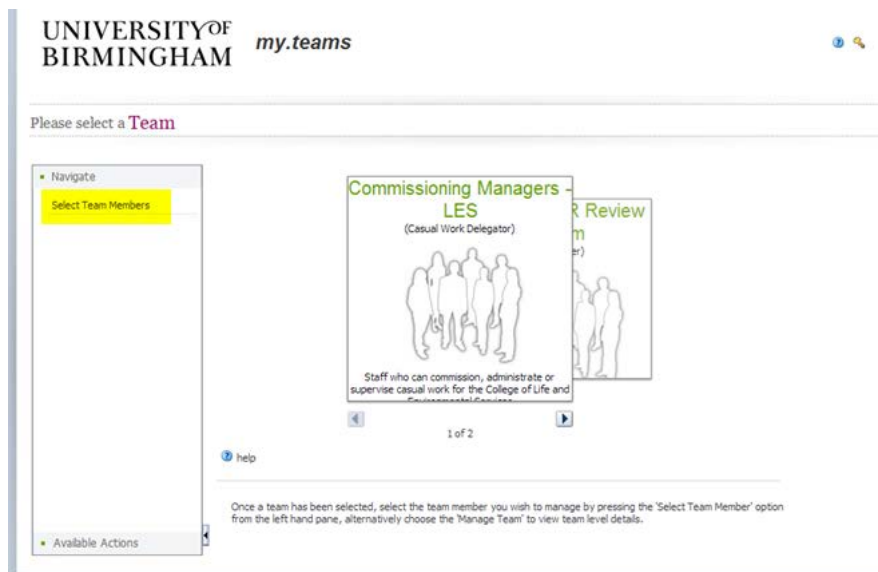
4. Click on 'Select Team'



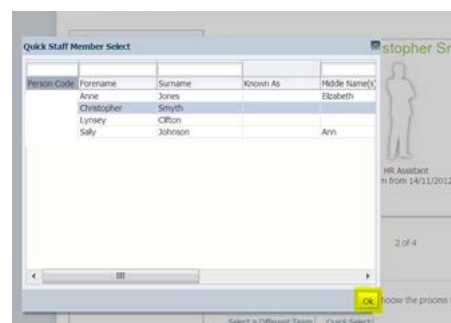
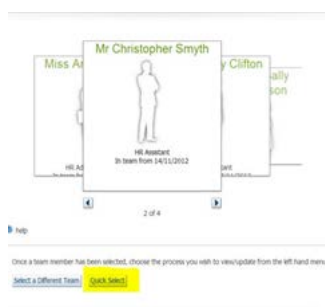
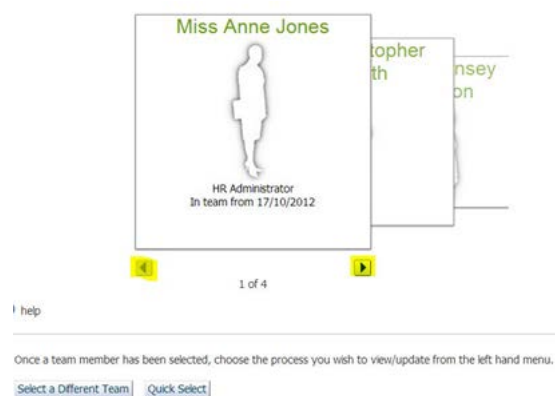
The following screen will appear and use the left/right arrow buttons to select the team



- When the correct team is selected and at the front, click on **'Select Team Members'** to see the commissioning managers you are responsible for



The following screen will appear, use the left/right arrow buttons or alternatively click on quick select, highlight the team member and click to select the team member



Adding and removing commissioning managers

1. Click on 'Add Commissioning Mgr' and the following screen will appear

UNIVERSITY OF BIRMINGHAM my.teams

Add a new Commissioning Manager for COLLES

• Navigate

- Admins & Approvers
- Casual Work Organisations

Add Commissioning Manager

Please search for the Commissioning Manager you wish to add below using any combination of the search filters.

Person Code:

Forename:

Surname:

Job Title:

Username:

Enter any of the details to search the commissioning manager and click '**Search**'

2. Highlight the desired commissioning manager click '**Add**' and '**Ok**' to confirm

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Add a new Commissioning Manager for COLLES

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Add Commissioning Manager

Please search for the Commissioning Manager you wish to add below using any combination of the search filters.

Person Code:

Forename:

Surname:

Job Title:

Username:

Person Code	Forename	Surname	Username	Post Number	Job Title	
63368	John	McMichael	MCMICHJA	DENTIS	Honorary Senior Clinical Lecturer	<input type="button" value="Add"/>
63369	John	McRae-Moore	MCRAMJR	SURGE	Honorary Senior Clinical Lecturer	<input type="button" value="Add"/>

Add a Commissioning Manager

Do you wish to make John McMichael a Commissioning Manager for COLLES?

The following screen will then show the commissioning manager just added

UNIVERSITY OF BIRMINGHAM my.teams

Please select a Team Member from the Commissioning Managers - LES

• Navigate

- Add Commissioning Mgr
- Admins & Approvers
- Casual Work Organisations
- Remove Commissioning Mgr

Mr John McMichael

Honorary Senior Clinical Lecturer

In team from 11/06/2013

2 of 2

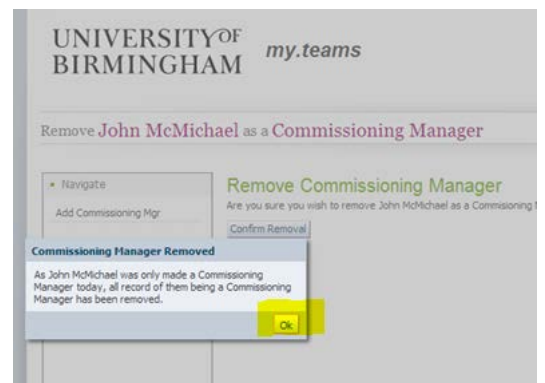
Once a team member has been selected, choose the process you wish to view/update from the left hand menu.

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3. To remove a commissioning manager, using the left/right arrow buttons select the commissioning manager to be removed and click on '**Remove Commissioning Mgr**'

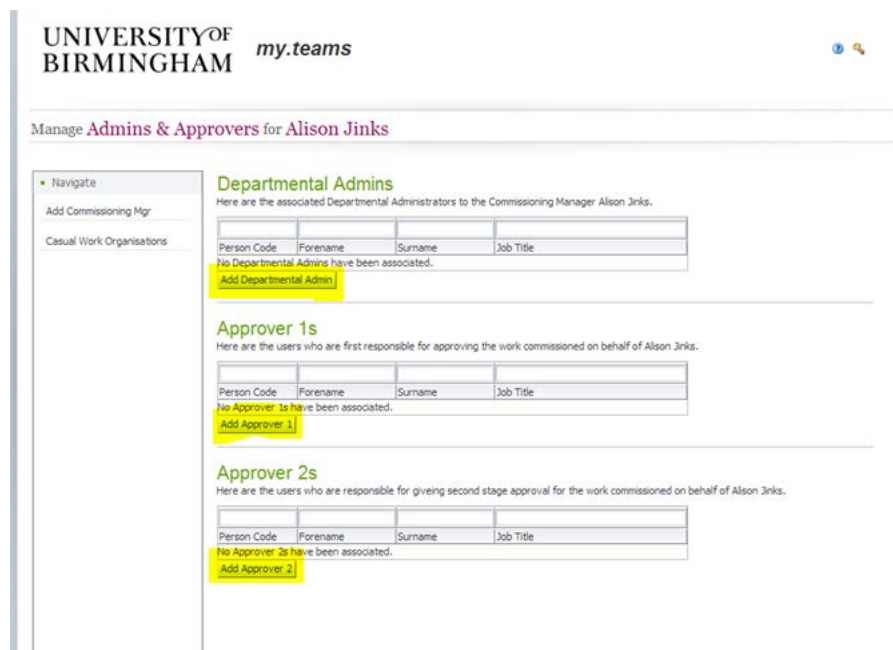


4. Click '**Confirm Removal**' and '**Ok**' to confirm



Adding and removing administrators and approvers associated to commissioning managers

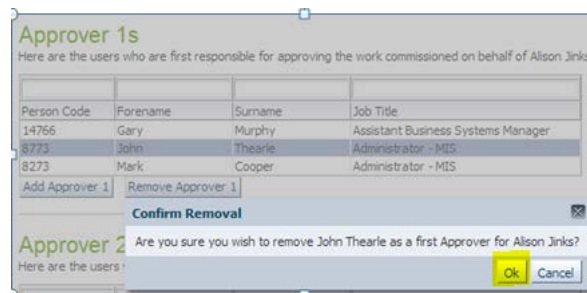
1. Click on '**Add Department Admin**', '**Add Approver 1**', or '**Add Approver 2**'



Search, highlight and add in the same way as adding a commissioning manager

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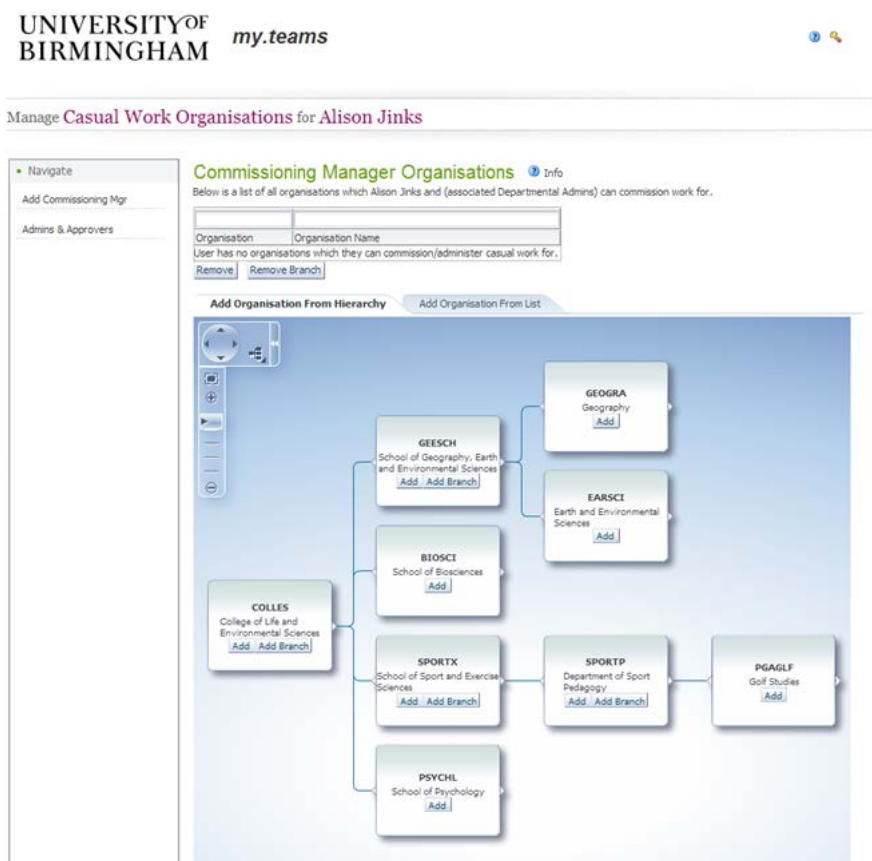
2. To remove a departmental administrator or approvers click on the remove button and click 'Ok' to confirm



Adding casual work organisations

A commissioning manager can only commission work if they are made responsible for organisations. The following steps show how this is done.

1. Click on 'Casual Work Organisations' and the following screen will appear



2. To add responsibility for an isolated area click 'Add' or to add responsibility for the area and all areas linked to it click on 'Add Branch'

To return back to the main menu click 'Available Actions' > 'Home'